

U.S. Naval Air Facility ★ Atsugi ★ Japan

Safety & Occupational Health Newsletter

OCT – DEC FY-2003

PUBLISHED SEPT '02

VOL. 2 ISSUE 1



CO
XO
NAVOSH Manager
NAF Fire Dept
Security

CAPT D. W. AIKEN
CDR D. C. TILLER
264-3112
264-3248
264-3323

Safety Department

Safety Specialist 264-4424
Atsugi Prgm Admin 264-4121
Kamiseya Prgm Admin 265-8876
Safety Inspector 264-4122

Traffic Safety Division

264-3983/3794
M/C & EVOC Traffic Safety Manager
License Examiner

Admin Section

Safety Insp/Tech 264-3678

Aviation Safety

264-4112



**SEEING
YELLOW!**

School is back in session, and those big yellow boxes of kids are back on the streets. Already something has happened that has

caused quite a stir in this neighborhood. A car had stopped for the school bus (it had it's lights and extended stop sign flashing). As kids boarded the bus, some loser in a beat-up Honda proceeded around the stopped car and the bus. *Many children are injured and killed each year by this very violation.* This bus accident photo was received by the Safety Center just a few months ago. The only details given were that no one was seriously injured, and that there were no skid marks from the mini-van.

Remember, we are in Japan, school buses are not always painted yellow and the traffic rules on and off the base may differ. Know, respect and obey them and don't become one of these drivers...

School buses may be slow and annoying, but carry a precious cargo.



- ⇒ "Seeing Yellow" & "Stress Relief"
- ⇒ Halloween & Thanksgiving Safety Tips
- ⇒ Christmas Safety Tips for Trees & Gifts
- ⇒ A Clean Sweep for Safety & The Safety Side
- ⇒ "Seatbelts Save Lives" & Ergonomic Tips

Emergency Nos.

Fire Dept 119
Ambulance
On Base 119
Off Base 0467-70-2164
Acute Care 264-3951
Safety 264-3112/3678
Security 264-3200/3500

Frequently Used Telephone Nos.

NAF Atsugi CDC	264-6367	BEQ	264-3698
Action Line (CMC)	264-3677	BOQ	264-3696
Medical Appt Desk	264-3958	Trilogy	264-3736
Dental Appt Desk	264-3612/3613	SkyMaster	264-3659
Atsugi Air Terminal	264-3801	O'Club	264-3621

Base Safety Reps

Base Safety Reps

NAF ATSUGI

AIMD	264-3119
AIOPS	264-3749
MWR	264-4673
SECURITY	264-3840
PWD	264-3811
SUPPLY	264-3131
KAMISEYA	265-8667

Tenant/Associate Cmd

AIMD	264-3119
BMC	264-4691
CSD	264-3063
DCMA	264-3244
Safety Assistant	264-3244
FASO	264-3231
HSL-51	264-4365
NAMTG	264-3159
NAPRA Manager	264-3022
NEX	264-3195
NPMOD	264-3208
NMCB DET	264-3050
Shirley Lanham	264-4691

CAG / Other Cmd

CVW-5 Staff	264-3392
HS-14	264-3392
VAW-115	264-4297

NOTE: Any commands that desire to have their Safety Rep listed in the NAF ATSUGI Safety Rep INDEX, please contact NAF Safety at DSN 264-4424.

**SAFETY
FIRST**

Table of Contents

Title Page

1. NAF Atsugi Staff
2. Emergency Telephone Nos.
3. Frequently Called Telephone Nos.
4. "Seeing Yellow"
5. Featuring...

Page 2

2. Stress Relief
2. Safety Rep Index
3. Safety Training
4. Table of Contents

Page 3

1. Halloween Safety Tips

Page 4

1. Thanksgiving Safety Tips

Page 5

1. Christmas Safety Tips

Page 6

1. The Safety Side: "Why Do I Need Safety Training?"

Page 7

1. Safety Awareness "A Clean Sweep For Safety!"

Page 8

1. Seatbelt Safety

Page 9

1. Hazard Alert

Page 10

1. Ergonomics

STRESS RELIEF

Stress is a part of every person's life. Life without stress can be dull and uneventful. However, life with too much stress can be debilitating. Learning to manage stress is vital to your well-being. Here are some valuable hints:

Checklist to Reduce Stress in Your Life

- Develop a realistic, positive attitude.
- Don't use drugs, alcohol or tobacco to reduce stress. Tranquilizers and sleeping pills should only be used under a doctor's care. Talk things out.
- Don't hold in feelings of anger, joy, hurt, sadness, excitement.
- Use on-the-job refreshers: i.e., relaxation, exercises and stretches.
- Learn to unwind with music, exercise, meditation, or visual imagery.
- Realize that every crisis gives you the opportunity to grow and learn.
- Develop a support network of friends and relatives you can count on to help you out.
- Work at managing time efficiently.
- Get enough rest and sleep.



If stress is a problem in your life, make reducing it one of your goals. But recognize that you don't have to do it alone. Seek counseling or see your doctor if stress interferes with your life at home and/or at work.

If you have any questions or concerns or would like an evaluation of your work area, please contact Ms. Nobue Kobayashi at the NAF Atsugi Safety Office at DSN 264-3678.

NAF Atsugi Safety & Occupational Health Newsletter is published quarterly by the NAF Safety Department. Articles relating to safety, Occupational Health and ORM are welcome for publication in the newsletter.

For further information, please contact the Newsletter Editor at 264-4424. The editor is also the point of contact for submission and approval of related articles, ideas, and/or questions.

Newsletter Editor: Michael J. Walsh

Upcoming Safety Training

Coordinate Safety Training through the NAF Safety Office

CFA YOKOSUKA

Facility Response Team	A-493-0013	3da	09-11 Oct 02
Intro To Ind Hygiene	A-493-0035	4da	03-06 Dec 02
Asbestos Inspector	A-493-0014	3da	27-29 Jan 03
Asbestos Insp Refresher	A-493-0015	.5da	29 Jan 03
Respirator Prgm Mgr	A-4J-0031	2da	03-04 Feb 03
Electrical Safety	A-493-0083	4da	24-28 Mar 03

For updated schedules, contact a Safety Rep from your command or the NAF Safety Dept.

HALLOWEEN SAFETY TIPS

TRICK-OR-TREATERS

- Carry a flashlight
- Walk, don't run.
- Stay on Sidewalks
- Obey traffic signals
- Stay in familiar neighborhoods
- Don't cut across yards or driveways.
- Wear a watch you can read in the dark.
- Make sure costumes don't drag on the ground.
- Shoes should fit (even if they don't go with your costume)
- Avoid wearing masks while walking from house to house.
- Carry only flexible knives, swords or other props.
- (If no sidewalk) walk on the left side of the road facing traffic
- Wear clothing with reflective markings or tape.
- Approach only houses that are lit.
- Stay away from and don't pet animals you don't know.



PARENTS

- Make your child eat dinner before setting out.
- Children should carry yen change so they can call home.
- Ideally, young children of any age should be accompanied by an adult.
- If your children go on their own, be sure they wear a watch, preferably one that can be read in the dark.
- If you buy a costume, look for one made of flame-retardant material.
- Older children should know where to reach you and when to be home.
- You should know where they're going.
- Although tampering is rare, tell children to bring candy home to be inspected before consuming it.
- Look at the wrapping carefully and toss out anything that looks suspect.



HOMEOWNERS

- Make sure your yard is clear of such things as ladders, hoses, dog leashes and flower pots that can trip the young ones.
- Pets get frightened on Halloween. Put them up to protect them from cars or inadvertently biting a trick-or-treater.
- Battery powered jack o'lantern candles are preferable to a real flame.
- If you do use candles, place the pumpkin well away from where trick-or-treaters will be walking or standing.
- Make sure paper or cloth yard decorations won't be blown into a flaming candle.
- Healthy food alternatives for trick-or-treaters include packages of low-fat crackers with cheese or peanut butter filling, single-serve boxes of cereal, packaged fruit rolls, mini boxes of raisins and single-serve packets of low-fat popcorn that can be micro-waved later.
- Non-food treats: plastic rings, pencils, stickers, erasers, coins.

THANKSGIVING SAFETY TIPS

Don't forget food safety this Thanksgiving!

Thanksgiving is a time for family, friends and tradition. Many traditions travel back through several generations. Candied yams and apple pies may elicit memories of many Thanksgivings and the friends or family who were doing the cooking. Tradition is definitely a good thing, however sometimes it lags behind current recommendations for safe food handling. The infamous turkey is one menu item where this holds true. Cooking a turkey the way grandma did may not be the safest way given what is known about food-borne illness and how to prevent it.

The food safety spectrum begins with purchasing the turkey and ends when the last leftovers are eaten. Proper food handling basics such as washing hands frequently and thoroughly sanitizing surfaces that were in contact with raw meat should be observed as always. Four additional food safety concerns to consider at Thanksgiving are thawing, stuffing, cooking the turkey and storing leftovers. Follow these guidelines and ensure that your family is safe and not sick this Thanksgiving.

Thawing the Turkey

Thawing requires a little planning ahead. It is ideal to thaw in the refrigerator. The US Dept of Agriculture estimates 24 hours for each 5 pounds of a whole turkey. This keeps the temperature of the entire bird below the danger zone while it is thawing. The danger zone ranges from 40 - 140°F. Bacteria such as *E-Coli* and *Salmonella* thrive in this zone. Your second best option is immersing the turkey in cold water.

Allow 30 minutes of thawing per pound of a whole turkey. The water needs to be changed every 30 minutes to ensure that the temperature stays cold and below 40°F. NEVER thaw on a counter top. A turkey thaws from the outside in and the outer part will be exposed to temperatures in the danger zone allowing for bacteria growth.

Stuffing the Turkey

Stuffing the turkey is a tradition practiced by many families. In order to cook the stuffing safely inside the cavity, a thermometer must be used to ensure all bacteria have been destroyed. The temperature of the stuffing should reach 165°F before taking it out of the oven. If a thermometer is not used, the USDA recommends cooking stuffing outside the bird. Dry ingredients can be mixed in advance. Perishable such as butter, margarine, mushrooms, oysters, cooked celery, onions and broth should be refrigerated. The ingredients should be combined just prior to stuffing the cavity. Stuff the bird loosely as stuffing will expand while cooking. Allow 3/4 of a cup of stuffing for each pound of turkey. Additional stuffing should be cooked separately.

Cooking the Turkey

The turkey is the focal point of the meal and cooking it properly should be high priority. This is one area where tradition should be thrown to the wind and current information on proper cooking temperature and time should be implemented. For instance, cooking a turkey for a long period of time at a low temp. is a BAD idea. The turkey will be exposed to the danger zone for an extended period while cooking. The current recommendation of the USDA is to set the oven at no less than 325°F. The time depends on the weight and whether it is stuffed. The only way to be positively sure the turkey is done is to use a meat thermometer. This eliminates guessing, which is never a good idea, and verifies that the pop-up thermometer is accurate. (Certain brands of turkeys come with a pop-up thermometer.) The turkey's internal temperature should read a minimum of 180°F before it is considered safe to eat. If stuffed, the center of the stuffing should be at least 165°F. To take a reading, place the thermometer into the inner thigh area near the breast without touching the bone. The final indicator of doneness is when the juices run clear.

Storing Leftovers

When storing leftovers remember the 2 hour rule. De-bone the turkey and refrigerate all leftovers in shallow containers within 2 hours of cooking. Bacteria will multiply rapidly if left in the danger zone for too long. Leftover turkey should be eaten within 3-4 days, gravy within 1-2 days. Freezing is an option if leftovers won't be eaten within this time frame. Always reheat leftovers to a temperature of 165°F or until hot and steamy.

HAVE A SAFE AND ENJOYABLE THANKSGIVING!



CHRISTMAS SAFETY TIPS

Christmas Tree Safety

- A real Christmas Tree should NOT lose its needles when tapped on the ground.
- Cut one or more inches off the trunk to better absorb water.
- Leave the tree standing upright, outside, until ready to decorate.
- The stand should hold at least 1 gallon of water.
- A 6' tree will use 1 gallon of water every two days.
- Mix a commercial preservative with the water.
- Check the water level every day.
- Secure the tree with a wire to keep it from tipping.
- Keep the tree away from floor heaters and any other heat source.
- Use only U/L approved lights - no more than three strands linked.
- Use miniature lights - they have cool burning bulbs.
- Turn off the Xmas lights when you sleep and when you leave your home.
- Never use candles, even on artificial trees.
- Clean the tree stand to increase water intake. Mix a cupful of bleach to each cup of water.
- Dispose of the tree properly. Never burn a live tree in your fireplace.



Home Safety



- Install a smoke detector in your home, or change the batteries in the one you have, AND TEST it to ensure it works.
- Use only outdoor lights outside your home.
- Examine light strings each year, discard the old ones. Lights are very inexpensive these days and the danger is needless.
- Fasten the bulbs securely and point the sockets downward to avoid water buildup.
- Connect no more than three strands together.
- Never use INDOOR Extension Cords OUTSIDE.
- Avoid overloading wall outlets and extension cords.
- Keep outdoor electrical connectors above ground and out of the snow and water.
- Always turn all your Xmas lights OFF when leaving your home or when retiring for the night.
- Unplug the light string before replacing a bulb. Check to verify the proper wattage and voltage.
- On metallic trees, use colored spotlights. Do not use electrical lights.
- Make sure outside trees hung with Xmas lighting do not touch power lines.
- Candles are beautiful but ensure that they are a safe distance from anything that is flammable.
- When connecting light strands outdoors, wrap the electrical connectors in a plastic bag and tie the ends of the bag with waterproof teflon tape.
- Place candles in candleholders. Glass candleholders can break if the candle is burns too low.
- Always extinguish candles and the Xmas lights before retiring in the evening or leaving home.
- After a party, always check for lit and forgotten cigarettes in your furniture cushions.
- Install at least one carbon monoxide detector in your home.
- Make sure your fire extinguisher is inspected and working properly.

Safety Gift Ideas

- Smoke detectors and batteries. A fire extinguisher. A flashlight and batteries or light sticks. A first aid kit. A carbon monoxide detector. A disposable mobile phone. A second floor fire escape ladder.
- Emergency kit - energy bars, bottled water, battery radio, flashlight/light sticks and a first aid kit packed in a small traveling bag.
- Car safety gift boxes are a welcome gift as well. Jumper cables, a flashlight or light sticks, an emergency window sign or triangle, a first aid kit, a small tool kit. Add a warm blanket and a pair of warm gloves for those people living in cold areas. Throw in an ice scraper and you have a very welcome gift and practical gift Christmas Gift.



**T
H
E

S
A
F
E
T
Y

S
I
D
E**

Why Do I Need Safety Training?

Employers and employees often have questions about training requirements. Not only the Department of the Navy, but regulatory agencies such as the Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA), mandate that safety training be provided to employees involved in certain work-related activities and before employees are exposed to potential workplace hazards.

The jobs onboard NAF Atsugi are highly diverse, which means the answer to the question of training needs is not a simple one. Because work across the Naval Air Facility varies, each tenant and department will have different training requirements based upon the types of hazards encountered in the workplace. Certainly, someone working in an office environment faces different types of hazards than someone handling flammable chemicals in a research laboratory or even those working in an industrial complex.

The Safety Office currently offers training classes, consultations, and videos for checkout on an extensive number of safety topics, ranging from Office Ergonomics to Respiratory Training and Fit Testing.

Ensuring that everyone meets necessary training requirements is a cooperative effort. Each tenant/department is responsible for ensuring that employees have completed all safety training requirements. Tenants/Departments are also responsible for meeting all regulatory requirements, as well as keeping work areas hazard-free.

Supervisors are responsible for providing and documenting the initial and continuing safety training necessary to allow employees to perform their work safely. This must include frequent work observations by the supervisor and prompt correction of unsafe work habits.

Employees are responsible for performing their work in a safe and responsible manner. Knowledge of appropriate safe work procedures and safety rules is essential. Employees are expected to obey established safety rules and to maintain hazard-free work areas by correcting unsafe conditions or reporting them to their supervisors.

Remember, SAFETY is everyone's responsibility.

A Clean Sweep for SAFETY

How many times have you found yourself walking around tools, equipment and other materials or debris in you work area? Let your employees know that by turning the work area into an obstacle course, they are setting everyone up for a fall and possibly a painful injury. They're also making it difficult to work efficiently and safely. Good housekeeping has to be a part of the daily routine. You can't put an area in order, forget it, and expect the order to be maintained. The following are good housekeeping tips from the National Safety Council to share with your people to help them keep the work area orderly:



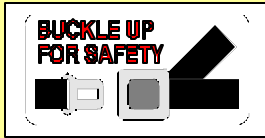
- ⇒ Walking and working surfaces should be kept clean, dry and unobstructed. Be sure to wipe up spills immediately.
 - ⇒ Aisles and exists must not be blocked, even for a few minutes.
 - ⇒ Splash guards and oil pans should not be removed from machinery except for cleaning.
 - ⇒ Work area floors should be free of pallets, equipment, materials, tools, extension cords and hoses.
 - ⇒ Materials should be stacked properly and only to a height that maintains stability.
 - ⇒ Trash and debris should be put away. The containers should be in convenient places.
 - ⇒ Oily rags must be put in closed metal containers to prevent fires.
- ⇒ Stock should be stored so it doesn't obstruct the fire sprinkler system. (Air gap under the stored material and not stored within 18" of the ceiling.
 - ⇒ Materials should not be stored on radiators, steam coils, ovens or near heat sources.
 - ⇒ Don't store materials so they obstruct natural or artificial light sources.

Don't pass up a spill or debris and figure the next person that comes by will report it or clean it up. It is everyone's responsibility to keep work areas clear and clean. When you keep your work area in order, you'll find it pays dividends by allowing you to work more easily and in more pleasant and safe surroundings. And it helps to protect you and your coworkers from costly and possibly crippling and/or maiming accidents.

If you have a safety issue or concern about your, or others, workplace, please feel free to visit the Safety Office in Bldg. 66 on the 2nd deck or contact the safety office at DSN 264-3678 and someone will be happy to assist you.



S
E
A
T
B
E
L
T

S
A
F
E
T
Y

SEATBELTS SAVE LIVES!

Studies show seatbelts do save lives and reduce injuries during crashes. Seatbelts work with air bags to protect occupants. Airbags alone are not enough to safeguard occupants. To many unbuckled drivers and front seat passengers died on our nations roadways in the past 10 years. Approximately 38 percent of the unbuckled drivers and front seat passengers were thrown out of their vehicles during crashes and killed in the past 10 years. It only takes one simple click to save lives. Below are excerpts from the OPNAV Instruction 5100.12G on proper seatbelt usage while driving on and off military bases in the Japan region.

All base personnel will follow OPNAV Instruction 5100.12G, Navy Traffic Safety Program which states:

- ⦿ ***All persons in or on any Navy motor vehicle on or off a military base operating or riding in a Government Motor Vehicle (GMV) shall use safety belts in a proper manner.***
- ⦿ ***All persons operating or riding in any Private Motor Vehicle (PMV) on a Naval base shall use safety belts in a proper manner.***

For a complete review of OPNAV Instruction 5100.12G, Navy Traffic Safety Program visit the following website:

<http://www.safetycenter.navy.mil>

Under "**Services**" click on "**Ashore Directorate**" button. Then, under the "**Resources**" header, click on "**Instructions**" and you will find, under "**Ashore Directorate**", the **OPNAV 5100.12G**. The instruction is also available for viewing at the NAF Atsugi Traffic Safety Office in Bldg. 99, 2nd deck - DSN 264-3983/3794.

- ⦿ ***Applies to all passenger vehicles including vans, pickup trucks and SUV's that are required to be equipped with seat belts. All occupants are required to wear a properly adjusted and fastened seat belt system.***
- ⦿ ***The driver is responsible for proper seat belt use by all occupants in the vehicle. The driver of a passenger automobile shall secure or cause to be secured in a properly adjusted and fastened safety seat belt system, as defined by OPNAV 5100.12G, any passenger - child, adolescent, or adult - riding in the vehicle.***

**IT'S THE LAW
CLICK IT OR TICKET!!**

HAZARD ALERT

CPSC, Nikon Inc. Announce Recall of Coolpix 2000-Model Digital Cameras



WASHINGTON, D.C. - In cooperation with the U.S. Consumer Product Safety Commission (CPSC), Nikon Inc., of Melville, N.Y., is voluntarily recalling about 9,100 Coolpix 2000-model digital cameras imported into the United States. A short circuit can occur in the battery compartment, creating a possible thermal burn hazard to consumers if the battery compartment lid is touched.

Nikon has received 14 reports of these cameras shorting, but none occurred in the United States. No injuries have been reported. Minor heat damage to the battery compartment has been reported.

The recall includes the Nikon Coolpix 2000-model digital cameras with serial numbers 3010001 to 3060980 and 3510001 to 3561916. The brand name and model number are located on the front of the camera, and the serial number is on the bottom of the camera. The camera is mostly silver-colored with lavender around the lens.

Department, electronic, computer and camera stores, as well as mail-order and Web retailers sold these cameras nationwide from July 30, 2002 through August 2002 for about \$250.

Consumers with a recalled Nikon Coolpix 2000 camera should immediately remove the batteries and contact Nikon to receive a free replacement Coolpix 2000 digital camera. For more information, contact Nikon at (800) 645-6687 between 9 a.m. and 7 p.m. ET Monday through Friday, or go to Nikon's web site at

www.nikonusa.com

No other Nikon products are involved in this recall.

CPSC, Eastman Kodak Co. Announce Recall of DC5000-Model Digital Cameras



WASHINGTON, D.C. - In cooperation with the U.S. Consumer Product Safety Commission (CPSC), Eastman Kodak Company, of Rochester, N.Y., is voluntarily recalling about 75,000 DC5000-model digital cameras worldwide. Due to a manufacturing defect, consumers using these cameras can suffer an electrical shock.

Kodak has received 12 reports, including six in the U.S., of consumers who experienced an electrical shock while changing batteries, or installing or removing the memory card or USB cable. There have been no reports of serious injury.

These are Kodak DC5000-model cameras. The brand name and model number are written on the front of the camera at the bottom right-hand corner. All DC5000 cameras carry a plate on the bottom of the camera containing the Kodak product identifier reading "KJCAA" followed by an eight-digit serial number. The serial number range is 01800001 through 11700825.

Department, electronic, computer and camera stores, as well as mail-order and web retailers sold these cameras nationwide from June 2000 through August 2002 for between \$600 and \$700.

Consumers should immediately stop using the Kodak DC5000 Zoom Digital Camera and contact Kodak. The company will cover the cost of inspection, any necessary repair and shipping to and from Kodak repair centers. To receive a postage-paid mailer to return your camera, or for more information, contact Kodak online at www.kodak.com. Consumers also can contact Kodak toll-free at (888) 793-2977 between 9 a.m. and 8 p.m. ET Monday through Friday. For consumers outside the United States, please contact your local Kodak digital camera support center. This recall includes the DC5000 model only.

No other Kodak cameras are affected by this recall.

Back Injury Prevention

Why Protect Your Back?

POINTS ABOUT BACK INJURY

- ❏ Twice as many back injuries can occur at home than in the workplace.
- ❏ Back pain is one of the most common health problems in America.
- ❏ Around 80 percent of the population can expect to have back pain at some time in their lives.
- ❏ Remember, back problems can bring more pain and life-style change than almost any other form of injury.

PROTECTING YOUR BACK IS A 24-HOUR-A-DAY JOB.

Causes of Back Pain

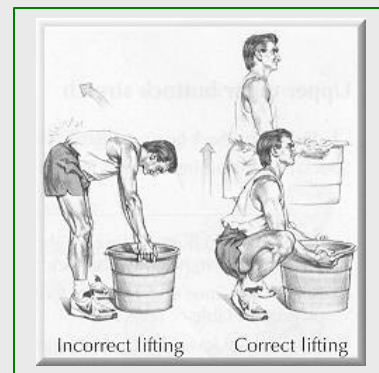
- ❏ Poor body mechanics - the way your entire body adjusts to keep its balance as you move and rest. You upset your body mechanics if you move or lift heavy objects incorrectly, carry or lift something too heavy, sit or stand in an unnatural position, or twist your body abruptly or awkwardly.
- ❏ Weak, under-exercised muscles rob the back of support. Poor muscle tone also makes the muscles more likely to be injured when they are stressed.
- ❏ Extra body weight often settles in abdomen and hips, and strains the back by exaggerating the curve of the lower spine. The more weight, the deeper the curve: just 10 pounds of extra weight in the abdomen, even pregnancy, can equal 100 pounds of pressure on the spine.
- ❏ Wearing high heels affects posture and can cause back pain. Standing or walking in high heels deepens the curve in the lower back, forcing the bottom of the pelvis to tilt backward to keep the body in balance.
- ❏ Improper diet makes the back more vulnerable to injury, especially if you don't get enough calcium (for strong bones in the spine) and protein (for strong muscles and ligaments). Lack of sleep can rob strength from every part of your body, including your back.

IMPROPER LIFTING IS A MAJOR CAUSE OF BACK INJURY

Here are some principles and techniques that should be used all the time at times whether at work, at home or at play.

THE BASIC PRINCIPLES OF LIFTING ARE:

- ❏ Analyze the work to be done.
- ❏ Make sure you ask for help with heavy work or use lifting equipment if available.
- ❏ Distribute weight to be carried as evenly as possible.
- ❏ Push heavy objects rather than pull.
- ❏ Keep objects to be carried close to your body.
- ❏ Maintain a wide base of support and secure grip.
- ❏ Tighten abdominal muscles, time and coordinate lift.
- ❏ When turning, pivot with feet and avoid twisting body.



NOTE: Always check around your work area before lifting or carrying materials for obstacles that could cause you to trip or fall.

Specifics:

Over the years, you have heard that bending knees and keeping the back straight will prevent back injuries. This is not true. Lifting should be accomplished much in the same way that a weight lifter does. When lifting, the knees and hips should be fully bent and the lower back locked inward. In this position the weight is as close to the body as it can be. The head and shoulders must come up first. This is important in order to help maintain the inward curve during the entire lift. The maximum amount of stress will be placed on the lower back as you begin the lift. Keeping the lower back locked in its normal inward curve allows the stronger leg and hip muscles to perform the lift protecting the back from injury.